

## COMPENSATION

The annual salary is commensurate with experience and is negotiable; however, it cannot exceed the annual salary of the Mayor of the City of Milwaukee.

## BENEFITS

Generous benefits include health insurance, dental insurance, life insurance, long-term disability insurance, supplemental insurance, a 401k plan, a flexible spending plan, and paid time off, including holidays, vacation, sick time, and personal days.

## SELECTION PROCEDURE

Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments. The MAWIB Board of Directors reserves the right to determine which candidates will be invited to participate in the selection process.

Send your resume and a cover letter by **February 28, 2014** to the following address:

Department of Employee Relations  
Attention: Box MAWIB  
City of Milwaukee  
200 E Wells St, Room 706  
Milwaukee, WI 53223

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990. MAWIB is an equal opportunity employer that values and encourages diversity.*

01.30.14

**Milwaukee Area Workforce  
Investment Board**

2338 North 27th Street  
Milwaukee, WI 53210 USA

P: 414.270.1700 | F: 414.225.2375

<http://milwaukeeewib.org/>



# CHIEF EXECUTIVE OFFICER AND PRESIDENT

## EMPLOYMENT OPPORTUNITY



## MILWAUKEE, WISCONSIN

"A Great Place on a Great Lake." Milwaukee is located on the western shore of Lake Michigan. The Milwaukee metropolitan area is home to over 1,500,000 people. Milwaukee offers all of the amenities expected from a major metropolis along with the ambience of a small town or neighborhood. The Milwaukee area offers an abundance of business and social opportunities. Its diversified economy is built on a firm foundation of industrial, financial, high-tech, and service sector jobs.



## THE MILWAUKEE AREA WORKFORCE INVESTMENT BOARD

The Milwaukee Area Workforce Investment Board (MAWIB) is a City of Milwaukee non-profit organization that administers over 30 federal and state programs and manages over \$23 million in state and federal funding and financing from foundations and corporations under the laws and regulations established by The Workforce Investment Act of 1998 and in accordance with the American Recovery and Reinvestment Act (AARA) of 2009. MAWIB provides the customized training, case management, job search, work readiness, education, job recruitment, retention, and follow-up services needed to help Milwaukee County job candidates - from youth to adults - and businesses succeed in today's competitive marketplace.

## THE POSITION

The MAWIB Chief Executive Officer (CEO) reports to and receives direction from the MAWIB Board of Directors. The CEO is a highly visible representative responsible for developing strong relationships with key civic, political, and business leaders with the goal of working to develop workforce solutions that meet and anticipate regional economic development needs.

## ESSENTIAL FUNCTIONS

- ◆ Plans, directs, and coordinates operational activities at the highest level of management with the help of directors and managers to ensure the smooth operation of the organization and the appropriate alignment of operational strategies to the mission of the organization.
- ◆ Represents and promotes the organization and its objectives and strategies in a variety of forums, with federal, state and local governments, partnering organizations, businesses, and the media.
- ◆ Builds strategic working relationships with key individuals in the public and private sectors across a broad spectrum of categories to meet regional economic developmental needs.
- ◆ Coordinates workforce development initiatives with the chief local elected official.
- ◆ Directly supervises three directors as well as over 60 planning and development, operations, and administration staff. Supervisory duties include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

## THE IDEAL CANDIDATE

The ideal candidate will be an experienced leader who possesses strong management skills and is knowledgeable about workforce development systems. He or she will also be a consensus builder and an excellent communicator with the ability to build partnerships with the business enterprises and individuals served by MAWIB as well as with all levels of municipal, state, and federal government.

## REQUIREMENTS

- ◆ Master's degree in business administration, management, social science, human resources, training and development, organizational leadership, counseling, career and technical education, or a related field from an accredited college or university (preferred). Bachelor's degree in a related field required.
- ◆ Five years of increasingly responsible experience in the field of workforce development performing duties related to this position, including at least two years of supervisory experience. *Equivalent combinations of education and experience may be considered.*
- ◆ The person in this position must be willing to travel on a weekly basis and must maintain a valid driver's license throughout employment.

## KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Knowledge of the following: workforce development, training, and employment principles and practices; economics concepts; and business, marketing, and accounting principles.
- ◆ Knowledge of mathematics and the ability to make accurate calculations.
- ◆ Ability to read and interpret complex work-related documents such as governmental regulations and periodicals.
- ◆ Strong oral communication and presentation skills, including the ability to effectively respond to sensitive inquiries or complaints from managers, elected officials, clients, the media, and the public.
- ◆ Excellent written communication skills, including the ability to write reports, business correspondence, and articles.
- ◆ Interpersonal skills and the ability to forge collaborative partnerships with both public and private stakeholders, including business representatives, officials, community and faith-based organizations, and individual clients of all ages and backgrounds.
- ◆ Leadership and supervisory skills, including the ability to interview, hire, and train employees; plan, assign, and direct work; appraise performance; reward and discipline employees; and address complaints and resolve problems.
- ◆ Ability to provide operational oversight and support for senior management in the areas of strategic planning, budgeting, communications, organizational performance, finances, and resource allocation.
- ◆ Ability to understand and effectively meet the job-related training, educational, and employment needs of various disadvantaged populations by directing, implementing, and monitoring an array of programs and initiatives.
- ◆ An understanding of the capabilities of information technology, both to improve organizational effectiveness and to enhance the experience of clients.
- ◆ Effective analytical, problem-solving, and decision-making skills.
- ◆ Ability to collect and interpret data and produce reports.
- ◆ Ability to plan, organize, and accomplish work, manage multiple assignments simultaneously, and meet deadlines, and the ability to adjust course as conditions require.
- ◆ Honesty and integrity.